



# **White Mountains Regional School District - SAU #36**

## **2020-2021 Return to School Plan**

Approved August 11, 2020

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August 11, 2020

To: The WMRSD School Board

From: Dr. Marion Anastasia and The District Leadership Team

### **Executive Summary**

In March, 2020, NH Schools rushed into an emergency remote learning plan due to the COVID-19 pandemic. This sudden change required students, families, and the school system to adjust on very short notice. Given feedback from families and staff, we are in the process of making many adjustments to improve the learning experience for all as we prepare for the new school year.

The District Leadership Team and I recommend the following concepts, procedures, and overall framework for approval for the 2020-2021 WMRSD Return to School Plan. This plan is a concerted effort with nearly 70 community and school stakeholders representing the Reopening Taskforce. The goal/purpose of the task force is to give advice to the Superintendent and The District Leadership Team to develop and implement a strategic operational plan for the safe reopening of SAU #36 schools for students, staff, and our community. In turn, the Superintendent will make recommendations to the SAU #36 School Board. The District Leadership Team will develop an impact budget for consideration if any amendments to this plan are necessary by the August 24, 2020 School Board meeting.

Our aim is for children and staff to return to the school buildings. Furthermore, the health and safety of our students and staff is our top priority. We also recognize that the social and emotional support and growth of students is vital to their long term development. We know that the plan must be achievable and flexible. Given the inherent risks of opening school, we have decided on a phased-in approach, and to prepare ourselves to be adaptable to possible changing conditions. We believe this plan satisfies our goals and beliefs regarding the process for returning to school.

The first days for staff (September 1-10) include intense professional development on best practices in social-emotional learning, and developing plans for determining gaps in student learning from last year and how to address these. In addition there will be professional development in the use of platforms and programs to make online learning easily accessible for parents, students, and teachers, and to ensure online learning is effective for students.

Then, we begin a phased-in approach for students to enter the buildings. During the first week of school (September 11 & 14th-18th), we will focus on community building, routines, COVID protocols, orientations, and developmentally appropriate SEL activities. Limited cohorts of students will be in the buildings one day and the remaining days will be online learning. For the following month, the instructional focus will continue to be on Social Emotional Learning and community-building, embedded in academic content.

On September 21, 2020, both on-line and in-person instruction begins. The following scenarios have been developed giving consideration to our youngest learners in grades 1-4, and the capacity of our buildings with social distancing guidelines.

*Note: These scenarios may change once we gather the current data regarding students and staff that will, or will not, return to schools in person. We have limited capacity in some of our classrooms.*

- **Pre-K** (3 year olds): Thursday & Fridays, in-person: 8:30-11:00 (all at Lancaster Elementary School)
- **Pre-K** (4 year olds): Mondays & Tuesdays, in-person; (full school day hours; all at Lancaster Elementary School)
- **Kindergarten**: In-person 2 days, 2 days remote; Wednesday Flex
- **Grades 1-4**: In-person, 4 days (Monday, Tuesday, Thurs, Friday); Wednesday Flex
- **Grades 5 -12**: 2 days in-person, 2 days remote; Wednesday Flex

*In addition, please note:*

- *All targeted, at risk students will attend school in-person 4 days a week those that do not have access to the internet, students with educational plans, CTE students, and students identified as having other access concerns*
- *All students will have the choice of a 100%, on-line option if families are not comfortable sending their children to school*
- *If a student 'opts out' of in-person instruction, they may pivot to on-line instruction immediately*
- *If a student wants to 'opt in' to in-person instruction at the elementary/middle school level, they may have to wait until there is space available, given social distancing guidelines. At the HS, transferring into in-person can only occur at the beginning of a quarter and if social distancing regulations can be adhered to*
- *Deep sanitization will occur every Wednesday & Saturday*

### **Guiding Beliefs**

1. Safety first. Guidance from the CDC, DHHS, NHDOE, local physicians, and our community emergency management team will determine the movement between phases.
2. Flexible, nimble and able to pivot quickly to provide information through the model being used.
3. Allow multiple learning options and movement between learning models, with the ultimate goal to implement in- person instruction.
4. Create a plan that will be achievable, clear, and consistent, while being able to reach all stakeholders through multiple communication platforms.
5. Balance safety, academic instruction & learning, and time management.
6. Instruction needs to be meaningful for all students.
7. Students need to connect with peers.
8. Support learning and technology in different learning environments.
9. Focus on the whole child.
10. Be fiscally responsible and responsive in the context of our community.
11. Staff and students (or family members) with underlying health conditions will be accommodated to ensure their safety.

### Color Code Phases for Reopening WMRSD Schools

Color Code	Status	Status for Students in Buildings and Online
<b>RED</b>	Campus Closed	0% All learning will be accessed online.
<b>ORANGE:</b> <b>Transitional</b> <i>Sept 1-18 (Staff PD and student orientation)</i>	Slow Opening: SEL, Community Building, & Orientations Staff Development  <i>This model may be used and modified for any transition time period if needed during the pandemic</i>	<b>WMRHS</b> Sept 14 Monday - Seniors only Sept 15 Tuesday - Juniors only Sept 16 Wednesday - FLEX: Cleaning Sept 17 Thursday - Sophomores only Sept 18 Friday - Freshman only  <b>Elementary/Middle Level</b> Remote SEL with in person parent/teacher meetings, if necessary Orientation in-person: Full day (Monday grades K-1; Tuesday grades 2-3; Thursday grades 4-6; Friday grades 7-8)
<b>YELLOW</b> <i>September 21-</i>	50% School Capacity: Using 6 foot social distancing requirements	Every Grade (with the exception of grades 1-4) is reduced to half capacity with students accessing in-person learning 2 days per week and 2 days of on-line instruction. Wednesday is FLEX/Cleaning day. Grades 1-4 will have 50% capacity in classrooms where sq. footage is not adequate for 6' social distancing. <b>OR</b> On-line learning if families do not wish to send students to school <i>*Targeted at risk students will attend school 4 days a week</i>
<b>BLUE</b>	"Fully" Open	Any student who wishes to access in-person learning can do so 4 days a week.  Wednesday is for office hours and meetings with teachers, extra help, etc.  Remote learning only for those with serious health concerns.
<i>As recommended by our Community Physician, we move to a more restrictive color when the school's positive COVID population is greater than the Community's positive COVID population <u>and</u> with the recommendation and guidance from health officials, DHHS, and/or the Governor.</i>		

## **Timelines for 2020-2021 Reopening**

**September 1st-4th:** Arrangements for Chromebook delivery for all students.

**September 1, 2, 3, 8, 9, 10:** Staff in-service and reopening training and preparations. This includes three additional days granted by the NHDOE for COVID related training and School Board approval.

**September 11th** (*first student calendar day*) **& September 14- 18th:** On-line Social Emotional Learning/Community Building for all students and staff, and/or family contact. This period is considered a 'soft opening', where students and staff transition into a hybrid approach. Student orientation to COVID-19 protocols, school transitions, procedures, school routines, technology use, etc. Staff will make contact with every family and every student during this time period.

**September 21st:** Students enter buildings at approximately 50% capacity. All grades, with the exception of grades 1-4, will have a hybrid model with 2 days of in-person instruction and 2 days of online instruction and a flex day. **Social distancing will be 6' in all classrooms, with a reduced class size appropriate to each room's square footage.**  
*\*Some staff members may be working remotely if they (or family members) have underlying health conditions that do not allow a safe return.*

We anticipate that we will remain in this model unless the COVID data requires a more or less restrictive model.

### **Acknowledgements: The WMRSD Reopening Task Force**

We would like to acknowledge and thank the WMRSD Reopening Task Force Members and Steering Committee\*. The Reopening Task Force is comprised of WMRSD staff, community members, parents, health professionals, town officials, students, police officers, transportation company, and a school board member. The work was divided into seven domain teams: Communication, Facilities/Physical Plant, Health, Instruction/Sports/Co-Curricula, Operations/Transportation, Technology, and Wellness/SEL/Foodservice. Each team did considerable research, met virtually, and eventually crafted final recommendations to share with the other Domain teams.

### Decision Making Framework

The Domain Committees made recommendations to the Steering Committee (District DLT, Town Health Officer, NEA Representative, School Board member, local physician, and a

town Emergency Management Team member). The Steering Committee considered all recommendations and made the final recommendations that are brought to the School Board for approval.

The recommendations do not need to be granular - the individual schools will determine the specific methodology for their school in collaboration with the DLT and staff (example: food service schedules, playground schedules, instructional schedules, etc. However, overall reopening recommendations will be adhered to safety measures, physical plant accommodations, cleaning protocols, phases of reopening, identification of cohorts, etc

### **1. Communications Domain Committee**

- |  |  |
|--|--|
| 1. Jacob Hess*, WMRHS Principal                      | 6. Chief Charbonneau, Lancaster PD   |
| 2. Michael Cronin*, WES Principal                    | 7. Chief Samson, Whitefield PD   |
| 3. Jennifer Tetreault,<br>Communications Coordinator | 8. Beth Chase, LES Administrative<br>Assistant                             |
| 4. Eileen Armstrong, WES<br>Administrative Assistant | 9. Ben Gaetjens-Oleson*, Town of<br>Lancaster Emergency<br>Management Team |
| 5. Pat Car, WMRHS SRO, Whitefield<br>PD              |  |

### **2. Facilities Domain Committee**

- |   |  |
|---|--|
| 1. Rob Scott*, WMRHS CTE Director &<br>Assistant Principal              | 6. Russell Scott, LES Lead Custodian           |
| 2. William Everleth*, Director of<br>Facilities                         | 7. Tim Phillips, WMRHS Lead<br>Custodian       |
| 3. Stephanie Glidden, Administrative<br>Assistant to the Superintendent | 8. Justin Kenision, Community<br>Member/Parent |
| 4. Gary Brown, Buildings & Grounds                                      | 9. James Murphy*, School Board<br>Member       |
| 5. Roy Palmer, WES Lead Custodian                                       | 10. Peter Riviere, Community Member            |

### **3. Health Domain Committee**

- |   |   |
|---|---|
| 1. Cathy Scott, Administrative<br>Assistant, WMRHS Principal    | 4. Dr. John Ford*, Community<br>Physician |
| 2. Michael Curtis*, Futures Director<br>and Assistant Principal | 5. Alison Breault, Parent                 |
| 3. Ryan Patterson*, LES Assistant<br>Principal                  | 6. James Akerman, Parent/RN               |
|   | 7. Maureen Murphy-Malo, Parent/RN         |
|   | 8. Lisa Miller, School Nurse              |



9. Andrea Roy, School Nurse
10. Susan Marineau, School Nurse
11. John Ross\*, Community Health Officer
12. Callie Dingman, Parent

13. Clare Brooks, Parent
14. Dr. Chan, Consultation only: NH State Epidemiologist

#### **4. Instruction/Sports/Co-Curricular**

1. Shelli Roberts\*, Director of Student Services
2. Steven Nilhas\*, Director of Curriculum, Instruction, and Assessment
3. Kerry Brady\*, Athletic Director
4. Patricia Ainsworth\*, Dean of Students & Instruction
5. Scott Holmes\*, LES Principal
6. Jackie Garneau, Preschool Teacher
7. Christine Stevens, Special Education Teacher
8. Katrina Noyes, Special Education Teacher
9. Catherine Carter, UARTS/Music

10. Matt Holland, CTE Teacher
11. Sarah Slater, HS Teacher
12. Tina Mooney, Kindergarten Teacher
13. Gail McVetty, Teacher Leader
14. Jeannine LaBounty, Teacher Leader
15. Stephanie Cameron\*, NEA Representative, Teacher Leader
16. Nancy McVetty, Paraprofessional
17. Amanda Garneau, Middle School Teacher
18. Laura Read, Parent
19. Abigayle McCusker, Student

#### **5. Operations/Transportation**

1. WW Berry Transportation Company: Tina Reynolds and Heather Brown
2. Marion Anastasia\*, Superintendent

3. Kristin Franklin\*, Director of Finance
4. Heather McIntire, Parent

#### **6. Technology**

1. Jeremy Noyes\*, Director of IT
2. Alex Kittredge, IT
3. Aric Mooney, IT

#### **7. SEL/Wellness/Foodservice**

1. Kelly Dussault\*, SEL/Wellness Coordinator

2. Melodie Stevens\*, Director of Food Service

- |   |  |
|---|--|
| 3. Chelsea Arsenault, School Psychologist | 6. Karen Keller, School Social Worker/Homeless liaison |
| 4. Breanna Hurlbutt, School Counselor     | 7. Sharal Plumley, WES Assistant Principal             |
| 5. Giles Bean, Student                    |  |

### Timeline

July 20th	Task Force Induction Meeting
July 20th	Individual team organizational meetings
July 17th	Surveys went out to families and staff regarding readiness to come back to school
July 24th	Survey closes
July 24-28	Domain Teams meet
July 28th	Community Listening session: 6:00-6:45
	Staff listening session: 7:00-7:45
August 4th	Meeting with all DomainTeams together to finalize recommendations
August 5th	The DLT/Steering Committee will review recommendations
August 10th	Final recommendations to the School Board
August 11th	Public Comment and School Board Approval

### Guidance Documents /Resources

<https://www.cdc.gov/> Centers for Disease Control and Prevention

<https://www.dhhs.nh.gov/directions/littleton.htm> New Hampshire Division: Department of Health and Human Services (603) 444-6786

<https://www.hanoverresearch.com/reports-and-briefs/checklist-for-district-closures/>

Hanover Research: COVID-19 K-12 District Reopening Checklist

<https://www.education.nh.gov/who-we-are/commissioner/covid-19> NH Department of Education: COVID-19 Resources for Schools

<https://www.education.nh.gov/who-we-are/commissioner/covid-19/guidance-document-archive>: NH Department of Education Guidance Documents

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

Considerations for K-12 Schools

CDC.<https://neanh.org/2020/07/22/nea-nh-releases-principles-for-reopening/> NEA NH

## **Key Strategies: Recommendations by Domain**

### **1. Communications**

- a. Adopt and implement the recommended internal standard operating procedures for district initiated communication to the community.
- b. Develop a timeline of communications to inform the community of the plans to reinstate instruction and provide periodic scheduled updates.

### **2. Facilities/Physical Plant**

- c. Do not reopen any previous closed school building: Criteria in Ed Rule 321 makes it extremely difficult and cost prohibitive.
- d. In the event of some type of in-person learning and capacities increase through the main entrances, alternative entry points to the school buildings should be evaluated.
- e. Additional cleaning and sanitation of all SAU36 facilities. In order to meet the increased sanitation/cleaning demands of the COVID pandemic, it is a recommendation to consider hiring three (3) temporary staff to assist in the cleaning and sanitation of all SAU facilities.
- f. It is a recommendation to install physical barriers around essential employees where social distancing may not be able to be enforced easily (i.e. secretary desks, counseling offices, administrative offices, etc.)
- g. In lieu of purchasing desks, it is a recommendation to install physical barriers on student tables (if necessary).
- h. It is a recommendation to adhere to the recommendations of Siemen's in relation to HVAC controls in each of the SAU buildings. In the event of spaces that do not meet the recommended air movement guidelines, the district will need to consider the use of portable air purifiers with HEPA filters that meet air quality guidelines.
- i. It is a recommendation to adhere to the room capacities and occupancy flow patterns as recommended by Lavallee/Brensinger.
- j. In compliance with the NHDOE *New Hampshire Grades K-12 Back-toSchool*

*Guidance*, it is a recommendation to keep playgrounds and outside recess spaces available for student use following social distancing while in use and increased cleaning of common contact areas.

- k. It is a recommendation to discontinue the use of student and athletic lockers for the remainder of the 2020-2021 school year or the pandemic is declared over, whichever comes first.
- l. It is a recommendation to stop the use of the mouth bubbler drinking fountains and use only the bottle fill feature. Three bubblers in Lancaster School need to be converted to bottle filled machines.
- m. In bathrooms that do not allow for proper social distancing, it is a recommendation to monitor students coming and going in the bathrooms to ensure social distancing. The recommendation is to consider what lavatories, sinks and stalls need to be closed that do not allow for social distancing. Additionally, it is recommended that maintenance staff evaluate sink handles to determine if water flow is on for a sufficient amount of time for proper hand washing.
- n. It is a recommendation to not have students eat lunch in the cafeterias where social distancing will be difficult to enforce, consider grab and go lunches or delivery to classrooms.

### **3. Health**

#### Procedure for entering the building:

- a. Screen all students, parents, teachers, and guests before they enter the building. Parents/guardians will conduct a screening at home before they send their children to school.
- b. The mandatory school screening will take place outside of the buildings.
- c. Students will answer a set of questions on Mondays to determine if they have any symptoms.
- d. Tuesdays-Fridays screening will consist of a temperature check.
- e. If an adult fails the test they should not enter the building.
- f. If a student fails and their parents are not present they should be put into an N-95 mask and escorted to the nurse's office to wait for pick up.
- g. Virtual meetings with parents and the public should be done whenever possible to limit the amount of guests in the building.

#### Procedure if a student or staff member shows signs of COVID::

Any student or staff member who exhibits symptoms should be sent home for 10 days or until they receive a negative COVID test.

- a. Symptoms include the following: Fever (100.4 or greater), chills, cough, shortness of breath or difficulty breathing, sore throat, nasal congestion, runny nose, fatigue, muscle or body aches, headache, new loss of taste or smell, nausea, vomiting, diarrhea.
- b. Students and staff excluded for exhibiting symptoms may return once 10 days have

passed since they experienced their first symptom and they have been fever free for 24 hours without fever reducing medication and symptoms have improved.

- c. Siblings of symptomatic students should be excluded while awaiting test results.
- d. If a student or staff member has a positive COVID test, but exhibits no signs or symptoms (asymptomatic) they are excluded for 10 days.
- e. If a parent or staff member refuses COVID testing, treat their case as a positive COVID case.

Situations that require a quarantine:

- a. Any student or staff member who has had close contact with someone who is suspected or confirmed to have COVID-19 must be excluded for 14 days. Also any student or staff member who has traveled outside of New England must be excluded for 14 days.
- b. Students and staff cannot “test out” of a 14 day quarantine...for example a negative COVID test on day 9 of quarantine post travel or post close contact does not mean you can abort the quarantine protocol.

Procedure for a positive COVIDtest within the school community:

**If a positive COVID case is confirmed for a staff or student then the Department of Health and Human Services (DHHS) shall be contacted for further directions.**

Procedure for grouping students:

Students should stay in a cohort throughout the day.

- a. This will help limit the spread of COVID and assist in contact tracing.
- b. If teachers need to rotate, the students should stay in class and the teachers should come to them.

Procedure for social distancing in a classroom:

- a. Students should sit at desks/tables 6 feet apart.
- b. All students should be facing the same direction.
- c. All students should have assigned seating.

Procedure for student instruction:

Student engagement will need to follow these procedures:

- a. In person music classes CANNOT use traditional instruments.
- b. Chorus related activities will require a mask.
- c. Recess should take place in student cohorts using CDC guidelines.

Procedure for wearing of masks:

- a. Students, staff, and guests will wear masks at all times.
- b. Students and staff can remove their masks only if situations are established and approved school-wide by school officials and school nurses. (recess, lunch...)

- c. Mask removal “placemat” for each student or a mini basket at each desk/attach to a lanyard.

Procedure around cleaning and handling materials:

- a. Students, staff, and guests will follow the guidance established by the CDC which is outlined in the New Hampshire Grades K-12 Back-to-School Guidance document on pages 14-16: School Cleaning and Disinfection Practices.

Best practice recommendations:

- a. Water fountains should NOT be available
- b. Air conditioning should NOT be used
- c. Windows in the classroom should be OPEN when possible
- d. Hand sanitizer stations should be set up wherever sinks are not available and should be used whenever someone enters and leaves a classroom (entrances to the building, classrooms without sinks, ect.)

Nurse’s office:

- a. Isolation room is needed at each school
- b. Staffing concerns and evaluation of coverage once school attendance is confirmed
- c. Nurses need to wear PPE whenever they are interacting with possible COVID exposure
- d. Handling medications and normal daily duties with added responsibilities
- e. The added risks in regards to our diabetic population, if the return to school, in-person

Suggestions

Establish District/Building COVID coordinator(s)

Athletics

- a. A school official, coach, or nurse will need to take a temperature check of each athlete prior to the athlete entering the bus
- b. Mouth guards will NOT be required during the soccer 2020 season
- c. Screening prior to each team practice is not mandatory, parents may ask for this
- d. Having spectators practicing CDC guidelines is appropriate
- e. Athletes on the bench do not have to wear masks

Follow the NHIAA “Phase Two” guidelines with consideration of the Athletic Director to petition the School Board to move to “Phase Three”.

- a. Lower risk: cross country (with staggered starts), track and field, swimming, bowling, golf, tennis, alpine skiing, nordic skiing (with staggered starts), sideline spirit

- b. Moderate risk: volleyball, soccer, baseball, softball, ice hockey, field hockey, girl's lacrosse, gymnastics, bass fishing
- c. Higher risk: basketball, football, wrestling, spirit, boy's lacrosse

### Community Parent Feedback Session or Frequently Asked Q's?

Q: What is the protocol for communicating a positive COVID case to the school community?

A: DHSS will contact the school and follow their procedures, the COVID+ case will not be made public

Q: What are the mask requirements for K-2 populations?

A: Masks are required for all students. Mask breaks will be established at the building level with consultation with the school nurse.

Q: How many children in NH have COVID?

A: The 240 is approximate deaths for children in our country per CDC. No deaths in New Hampshire in children under 19 that the Health Committee could find. The N.H. DHHS lists 438 COVID-19 positive tests in children under 19 with a total 6500+ In all ages as of August 3rd.

Q: What is the protocol for changes during hot/humid weather?

A: No change

Q: Does the school provide masks?

A: The school will provide some masks, we will ask parents to purchase some as well. If a child comes to school without a mask, he/she will receive a disposable mask.

Q: What if someone is Asymptomatic?

A: Asymptomatic students and staff need to follow CDC guidelines

Q: Do we have fire drills etc?

A: Yes

Q: Are mask breaks a good idea?

A: Yes, if following appropriate protocols

Q: How many COVID cases will trigger a school closing?

A: Dept. of DHSS will assist in guidance, a good rule is... if the rate in the school is higher than the rate in the community. The 3% rule is not a bad idea (Dr. Ford). The 5% rule is currently used as a data point in regards to community restrictions.

Q: How accurate are forehead checks in cold weather?

A: Will not read a normal temperature in cold weather outside. So we need a plan in the winter

Q: What will recess look like

A: [That will be determined at the school level](#)

#### Staff Feedback Session or Frequently Asked Q's

Q: Do we mandatory COVID test each staff person?

A: [No](#)

Q: Is there a mandated quarantine for staff who leave New England?

A: [NEW GUIDELINES: An employee can travel outside of NE in a private car, must wear a mask and have no symptoms when he or her returns to work. If this occurs, the employee doesn't have to be quarantined for 14 days. This change has to do with many parents driving their children to college etc. and going out of NE in the month of August.](#)

Q: What do we do with teachers who have an immediate family with pre-existing conditions?

A: [See Families First Coronavirus Relief Act \(FFCRA\) in the operations section of this plan. This is an individual, case-by-case situation](#)

Q: How much do COVID tests cost?

A: [\\$150 if you go to Urgent Care, probably zero cost if your primary physician asked for the test.](#)

Q: How long is a staff person out if they show "cold like" symptoms?

A: [10 days](#)

#### **4. Instruction/Sports/Co-Curricular**

##### Executive Summary:

- a. Implement additional days at the start of the school year for required and needed PD, online instruction planning, collaboration, special education meetings and paperwork adjustments, initial contact with students and families.
- b. A committee of teachers from various grade levels should be established to consider the best platform(s), program(s), and practices to be used for online learning. Members of this committee will provide teachers with support & training during the days leading up to the opening of school and beyond.
- c. A plan for instruction and assessment expectations for the opening phases will need to be developed.
- d. Clear and equitable standards for student learning time and teacher expectations should be developed for both in-person and online learning.
- e. The model for the beginning of the new school year should emphasize providing in-school opportunities for students who are least likely to successfully access or benefit from remote learning or programs which cannot be successfully delivered/accessed by remote learning. Students will be selected based on analysis of current data and parent and teacher input. These students will be identified (as much as possible) prior to the start of on-line instruction.
- f. Teachers should use a variety of authentic curriculum-based assessments to determine where students are in their learning based on the district curriculum.



- g. In addition to academics, the first six weeks of instruction will consist of building classroom communities and relationships with families, SEL, mental health, responsive classroom, teaching executive function skills, and walking students through the use of technology platforms. SEL practices will continue in conjunction with academics throughout the school year as developmentally appropriate.
- h. A guidance plan for special education will be written based on the learning model.
- i. Representatives from the Special Education Parent Advisory Committee (SEPAC) will be recruited to participate and collaborate in the development of that guidance plan.
- j. Unified Arts should be an integral part of the curriculum in both online learning and in-person formats.
- k. We will follow the guidance plan for athletics and co-curriculars per the New Hampshire Interscholastic Athletic Association (NHIAA) Guidelines.

## **5. Operations/Transportation**

### **Transportation:**

- a. 24 students per bus given that the bus has a 75 person capacity.
- b. 1 child per seat.
- c. Seats are assigned and marked so that there can be contact tracing, if necessary.
- d. Fill busses back to front with the exception of our youngest students.
- e. Students will be screened/monitored by parents before riding the bus in the morning; bus drivers will not be screening children.
- f. All students must wear masks. The bus company will not be responsible for supplying masks if a student does not bring one. The District will give a supply to the bus company for students who forget their masks.
- g. Hand sanitizer will be used for boarding and exiting the bus by all students.
- h. Route designs will be crafted and adjusted by WW Berry, as needed.
- i. Bus stop changes and/or addition of riders will not be allowed except for students who are new to the district.
- j. Bus Stop: Wear masks, maintain physical distancing, and avoid physical contact with others.
- k. Will keep windows open (weather permitting) for increased air flow.
- l. Drivers will receive COVID-19-related training.
- m. Drivers will be screened daily and will follow the same isolation/quarantine protocols as district employees.
- n. Students requiring transportation as a related service will continue to do so.
- o. Parents should call their child's school to request bussing and the school will forward the information to WWBerry.

- p. Transportation regarding athletics: With COVID-19 guidelines there is a maximum number of 24 students/coaches that will be allowed on the bus. The WMRSD Athletic Department will work to regionalize schedules so that games will be played closer to home whenever possible. While on the bus all athletes and coaches must wear face masks. Equipment may be stored in the open seat directly behind the driver.

#### Carpool Recommendations (based on CDC guidance) :

- a. Beware of potential symptoms for COVID-19
- b. Keep yourself and passengers protected by:
  - Handwashing or use of hand sanitizer often
  - Keep a bottle of hand sanitizer available to use
  - Wearing face coverings for all parties
- c. Attempt to create a physical distancing if possible - Disinfect the interior of your vehicle regularly

### Operations

The safety of SAU 36 employees is our top priority during the COVID-19 pandemic. As we prepare to resume the school year in and out of our school buildings, new procedures have been crafted to minimize the risk of exposure and prevent the spread of COVID-19.

Outlined below is an overview of safety measures implemented by SAU 36 employees upon re-entry to our school buildings.

#### SAU 36 COVID-19 PROTOCOL for Employees:

- a. Employees will minimize their risk of exposure by adhering to all state and federally ordered guidelines
- b. Frequent handwashing
- c. Employees must wear a mask at all times in common spaces and when social distancing of six feet is not feasible.
- d. Employees will participate in training identified below: *(Trainings will be available online and in person when possible)*

#### Mandatory training topics:

- COVID-19 overview: What COVID-19 is, how it is spread and its symptoms
- Use of PPE
- Cleaning and Disinfecting
- Screening tool use and self reporting responsibilities
- Response to symptomatic students and colleagues

## PROCEDURES:

- a. Employees must complete and document daily screening, using the most recent version of the screening sheet available on the Staff page of the district website (or the QR code reader, when available)  
<http://sau36.org/cms/One.aspx?portalId=264966&pageId=264992>
- b. Employees must report symptoms to administration as soon as possible
- c. Employees may not gather in shared spaces or use communal spaces or items
- d. Identify use of sick leave, CARES Act, Expanded FMLA policies (or seek confidential guidance with the District HR office)

## Employer Responsibilities

SAU will provide supplies required for cleaning and disinfecting work areas as well as PPE (masks, and other as appropriate). Consider emotional and medical needs of all employees (especially those who are medically vulnerable). Identify, designate and monitor the use of sick leave, CARES Act, FMLA.

## COVID-19 Employee Leave Options

The following information outlines leave options available to employees of School Administrative Unit 36 as they pertain to the COVID-19 outbreak. We will continue to notify our employees of additional resources and/or leave entitlements as federal and state regulations surrounding this health crisis emerge.

All leave request questions should be directed to Dr. Marion Anastasia, Superintendent of Schools. Additionally, if an employee wants to discuss the need for job accommodations and feels they have protection under the ADA, they should contact our office as soon as possible. All correspondences are confidential.

## Families First Coronavirus Relief Act (FFCRA)

This federal law was signed into law on March 18, 2020 in response to the coronavirus pandemic. It is effective from April 1, 2020 – December 31, 2020. The Act contains two parts: The **Emergency Paid Sick Leave Act** (EPSLA)

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave> and the

**Emergency Family and Medical Leave Expansion Act** (EFMLEA.)

<https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/fmla-leave-expansion-and-emergency-paid-sick-leave-policy-coronavirus.aspx>

Both of these components provide income replacement and job protection for certain COVID-19 related events and cover circumstances which would have fallen through the cracks in preexisting leave laws.

**a. EPSLA** – This leave applies to all employees, regardless of the length of service with the current employer and provides up to two weeks (10 days) of paid sick leave for full-time employees. Part-time employees are entitled to a prorated number of hours based on the average hours worked during the prior six (6) months. If the employee has worked less than six (6) months, the average number of work over an expected two-week period will be used. Leave is allowed under EPSLA if the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons. \*Only applicable if the employee is unable to perform their duties, including unable to telework or work remotely;
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

Paid leave entitlements up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- For reasons #1-3 above: 100%, up to \$511 daily and \$5,110 total
- For reasons #4 & #6 above: 2/3 pay, up to \$200 daily and \$2,000 total
- For Reason #5 above: 2 weeks of paid sick leave, plus another 10 weeks of expanded family and medical leave (see below) paid at 2/3, up to \$200 daily and \$12,000 total.

\*A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

**b. EFMLEA:** EFMLEA provides up to 12 weeks of leave in the event the employee needs to care for their child whose school or place of care is closed. This is the only qualifying reason for leave under EFMLEA. In this circumstance, employees who have worked for the employer for at least 30 calendar days are entitled up to 12 work weeks of job-protected

leave with a continuation of health insurance. The initial two weeks of leave is unpaid (however you can access the emergency paid sick leave for these first two weeks) with the remaining 10 weeks paid at 2/3 the employee's regular rate of pay.

The employer is not required to pay more than \$200/day or a total of \$10,000 under EFMLEA. EFMLEA leave is counted as part of the authorized 12 weeks of leave under regular FMLA. EFMLEA is intended to provide another qualifying reason for leave and provide pay, but it does not extend the total 12 weeks of leave authorized under FMLA. If any employee has already used 12 weeks of FMLA, they are not eligible for EFMLEA leave.

Realizing the full potential of each and every student: 34 Appendix A **Family Medical Leave Act (FMLA) - Federal** <https://www.dol.gov/agencies/whd/fmla>

To be eligible for FMLA, an employee shall have been employed for at least 12 months and have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave. Eligible employees shall be entitled to a combined total of 12 weeks of leave per year to use for qualifying reasons. FMLA leave is unpaid, job protected leave where the district continues to pay its portion of the health insurance premiums.

**NH FMLA** - State (HB14) September 26th, 2019, the Governor of New Hampshire signed into law HB14 and was made retroactive back to June 30, 2019. This new state law expands FMLA eligibility for NH School District employees by reducing the number of hours an employee must work in the year preceding their FMLA leave request from 1,250 to 900. The employee who has worked the 900 hours or more shall be eligible for family and medical leave under the same terms and conditions as leave provided to eligible employees under the federal Family and Medical Leave Act.

**Accrued Sick/Illness Leave.** This is the sick leave employees are awarded each year as part of the employment package. Please see your collective bargaining agreements and/or personnel policies for accrual and usage of sick/illness leave. Negotiated Agreements & Personnel Policies Illness / Sick Leave Bank for employees who contribute to the sick leave bank as per their collective bargaining agreements and/or personnel policies, requesting leave from the bank may be an option should all other available leave options be used.

Negotiated Agreements & Personnel Policies **American's with Disability Act (ADA)**. <https://www.ada.gov/> The ADA prohibits discrimination against people with disabilities. The ADA does not specifically name all impairments covered under this Act, so if an employee thinks they might be entitled to protections under the law, they should reach out to the SAU#36 office to discuss options. Under the ADA, discussions between the employee and employer take place to try and find reasonable accommodations for employees that meet the criteria under this Act. Medical documentation supporting the disability will be required.

**Worker's Compensation.** If an employee is diagnosed with COVID-19, they may be eligible for Worker's Compensation. Current law says that in order for an employee to claim worker's compensation for an infectious disease, the employee must demonstrate that they contracted the disease in the course and scope of their employment. In the unfortunate event that an employee contracts COVID-19 at work, a worker's compensation claim can be filed and Primex will assess the claim and determine if coverage is warranted. <https://www.dol.gov/general/topic/workcomp>

## 6. Technology

To support the White Mountains Regional School District reopening plan for a phased in approach starting with online learning, then critical in person, and eventually perhaps a full opening, the Technology Domain Committee recommends the following:

### Device Pickup

1. Teachers should pick up, login, and ensure they can get onto the Internet by the middle of August. Any technical concerns or issues should be submitted to the District Technology Help Desk.
2. Students should pick up Chromebooks September 1st -4th to ensure they can get online and access the Internet at home. Any technical concerns should be submitted to the District Technology Help Desk.
  - a. Schools should organize a pickup similar to the drop off of Chromebooks. Organize a time and have students/parents come to the school by grade level.

### Technology Support

3. All technology support issues will be entered into the District Technology Help Desk.
  - a. Technology support for teachers will be administered at the school through remote means for most issues. If there is a need to physically interact with the laptop, we will organize a time with the teacher.
    - i. During the time of physical support, social distancing, masks, and hand sanitization will be used. Additionally, laptops will be wiped down with sanitizing wipes before and after physical support is administered.

- b. Technology Support for student Chromebooks will be done remotely. Should there be a need to physically interact with a Chromebook, we will issue a spare that will be picked up at the School office and the Chromebook with issues will be dropped off.
  - i. IT Staff will let the Chromebook sit for one day and then wipe it with sanitizing wipes prior to working on the Chromebook.


## 7. Wellness/SEL/Foodservice

To ensure the social emotional and wellness needs of our students and faculty are met, our SEL/Wellness task force committee recommends the following:

- a. Focus the first 6 weeks of school on social emotional development and learning (including trauma sensitive schools) for all students and staff. This will include intentional positive relationship building and teachers/faculty getting to know their students (*know 6 important details about each student within the first month of school*; including likes/dislikes, hopes/fears, hobbies, caregiver/siblings names, etc). If possible, each teacher should begin this process of getting to know their students (and families) before the first day of online learning begins. One on one time (virtually) with students is recommended and will help students with the upcoming transition while building upon this sense of safety and community (trauma sensitive schools approach). This could occur during the contracted Sept. days leading up to the first days of online learning. This time should also include a focus on building community, establishing routines and common expectations (all of the above can be supported initially via an online format, and equally as we re-enter the school buildings). Likewise, students should have an opportunity to get to know and learn about their teachers (building positive and healthy relationships within these first 6 weeks cannot be overstated), and can be incorporated in many developmental ways (games, quizzes, morning meetings/advisory). School leaders must equally engage in this climate of building positive and healthy relationships with their staff, students and family systems.
- b. Focus on building the first SEL core competency of “self awareness”. This should include daily check-ins using a POP chart or other regular and consistent check-in measure (POP = pause, own-it, and a practice). POP chart 101 class will be conducted by Mindful Practices and educational consultant, Brian Hastings for ALL Prek-8 staff on 8/6/20.
  - o [POP Chart 101 class link](#)

- c. Focus on the second SEL core competency of “self management”- providing students with opportunities to engage in daily practices that help regulate their thoughts/feelings/emotions and develop coping and stress management skills. Although many tools will help build SEL skills, our committee recommends the Choose Love Movement Reintegration Program, as one tool that can be adopted for direct instruction on SEL skills, with guided lessons provided. Each staff member should create a log-in with the link below. PD on Choose Love and the Reintegration program will be forthcoming.
  - o <https://chooselovemovement.org/join/>
- d. Lesson planning to infuse SEL competencies into all academic and unified content should be the District’s long term goal.

### Lesson Plan Reflection Questions: Integrating SEL

Competency	Reflection Question	
Self-Awareness	I create opportunities for students to self reflect about their attitudes and feelings.	
Self-Management	I build in overt guidance on helping students to develop their problem solving skills.	
Social Awareness	I implement strategies for students to consider other perspectives from peers in a safe manner.	
Relationship/Social Skills	I institute positive relationship-building exercises with structured support during group work activities..	
Responsive Decision-Making	I provide opportunities to help students gather different views, seek information, and make informed decisions which embrace a personal, moral, and ethical responsibility.	

- e. Assessment of mental health needs should be a priority, and the use of the SAEBRS (social, academic, emotional, behavior rating scale is recommended). This is a quick rating scale that teachers will be asked to fill out on behalf of their students, after one month-6 weeks of getting to know their students. Collection of this data will be via tiered teams (EST) and members of our staff that are trained to analyze data. As a caution, the SAEBRS is only ‘one’ of many data tools that should be considered when assessing students' needs. Interventions will be developed as a result of these assessment findings. Interim interventions (prior to the first 6 weeks) should be considered and implemented on a case by case basis.
- f. SAU 36 Behavioral/Mental health staff members are recommended to co-teach with classroom teachers (when possible) around COVID related fears/concerns, etc. This can be done during morning meetings, advisory time or during whole school events (such as Spartan 101). Mental health staff members will facilitate an increased number of group sessions to meet the greater needs we anticipate upon reopening while also maintaining individual sessions as is necessary.



- Additional mental health service providers may be requested upon reopening based on needs.
- g. Home visiting (for identified high risk students) by designated staff members (as feasible) is recommended to ensure continuity of SEL support.
- h. Professional development in the areas of SEL, mental health, trauma, educator self-care and wellness are recommended to support the needs of our staff. Staff should also have safe places/spaces to process stress and feel supported during these challenging times. Creating an environment of wellness is critically important to support our staff.
- i. Elicit human resources department to establish what District supported wellness programs and mental health services are available for staff members.

## **Food Service**

### **100% Remote Scenario:**

- a. Delivery of meals, breakfast and/or lunch, to families that request it.
- b. At this time there is not a waiver to use the Seamless Summer Option that would allow all students to receive free meals. Free and Reduced priced meals for qualifying students will be in effect as normal.
- c. Meals will be delivered by bus to families that purchase them/receive free or reduced.

### **Hybrid Scenario:**

- a. Students that are attending school will be served meals according to the plans made by the committees in the classroom or spaced apart in the cafeteria. If the decision is to deliver to classrooms, extra help may be needed.
- b. Breakfast will be served to students as they arrive at school as a grab and go bag.
- c. Lunch will be served in closed foam containers with wrapped plastic utensils or pre-packaged options.
- d. No student will be allowed to serve themselves.
- e. Rosters will be used so that students are not using the pin pads for recording meals.
- f. All Food Service Staff will wear gloves and masks.
- g. Meals may still need to be delivered to homes especially if school is partially open. This will need to be coordinated with the Bus Company and Administration.

## **District and School Contacts**

### **School Administrative Unit #36**

14 King Square  
Whitefield, NH 02598  
(603) 837-9363

- Marion Anastasia, Superintendent
- Kristin Franklin, Director of Finance
- William Everleth, Director of Buildings and Grounds
- Shelli Roberts, Director of Student Services
- Steven Nilhas, Director of Curriculum, Instruction, and Assessment
- Jeremy Noyes, Director of Information Technology
- Kerry Brady, WMRSD Athletic Director
- Kelly Dussault, Wellness/SEL Coordinator

### **White Mountains Regional High School**

127 Regional Road  
Whitefield, NH 03598  
(603) 837-2528

- Jacob Hess, Interim Principal
- Michael Curtis, Director of Futures & Assistant Principal
- Robert Scott, CTE Director & Assistant Principal
- Patricia Ainsworth, Dean of Students & Instruction

### **Whitefield Elementary School**

34 Twin Mountain Road  
Whitefield, NH 03598  
(603) 837-3088

- Michael Cronin, Principal
- Sharal Plumley, Assistant Principal

**Lancaster Elementary School**

35 Ice Pond Road

Lancaster, NH 03584

(603) 788-4924

- Scott Holmes, Principal
- Ryan Patterson, Assistant Principal